

**DENTAL HYGIENIST RENEWAL FORM**

**INSTRUCTIONS:** You may renew your dental license within 45 days of your expiration date. Make your check or money order payable to TSBDE. Processing may take up to two weeks, please ensure you have completed all the minimum requirements prior to submitting your renewal application. **All fields are required.** An incomplete application will delay your process.

<b>Annual Renewal Fee</b>  <b>\$ 107.00</b>	<b>Late Fee if paid 1-90 days after the Expiration Date</b>  (If Applicable)+ <b>\$ 50.00</b>	<b>Late Fee if paid 91-365 days after the Expiration Date</b>  (If Applicable)+ <b>\$ 50.00</b>	<b>Name Change if being made at time of license renewal</b>  (If Applicable)+ <b>\$ 25.00</b>	<b>TOTAL AMOUNT PAID:</b>  <b>\$ _____</b>
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First Name:	Last Name:	E-mail Address:
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**For Name Change:** Attached the required legal documentation which states your new legal name

NEW LEGAL NAME:

License Number:	License Expiration Date:	Daytime #:
Jurisprudence Completion Date:	BLS CPR Issue Date:	BLS CPR Expiration Date:

All Texas licensed dentists must hold a current Basic Life Support CPR Card. If you do not hold a current BLS CPR card, you must attach a letter of explanation from your physician or proof of residence outside the U.S.

Current Address:	City:	State:	Zip
Permanent Address:	City:	State:	Zip:
Work Address:	City:	State:	Zip:
Preferred mailing address: (preferred address will be made available to the public)			
<input type="checkbox"/> Current <input type="checkbox"/> Permanent <input type="checkbox"/> Work			

**LICENSE HISTORY:** Please answer each of the following questions by putting a check (✓) in the appropriate box on the right. You must answer each question with a "Yes" or "No" response as no other response is acceptable. All "Yes" answers **MUST** be explained in detail in a separate **SIGNED** and **NOTARIZED** affidavit. The affidavit should include all relevant dates and identify the relevant jurisdiction and/or entity involved. Failure to disclose any of the requested information may result in the denial of your application or other appropriate action.

**NOTE:** If you answer "Yes" to any of the questions below and you have already submitted a detailed affidavit to this licensing authority explaining your response you need not submit another detailed affidavit. Please note the date of your previous submission next to the applicable question(s).

1. Since your last renewal, have you had any application for any professional license refused or denied by any licensing authority?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Since your last renewal, have you voluntarily surrendered your dental hygiene license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Since your last renewal, have you allowed your dental hygiene license to lapse, or had a limited license issued by any licensing authority?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. Since your last renewal, have you voluntarily surrendered any other professional license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. Since your last renewal, have you allowed any other professional license to lapse, or had a limited license issued by any licensing authority?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

6. Since your last renewal, has your dental hygiene license been revoked by any jurisdiction?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Since your last renewal, have you had any other professional license revoked?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. Since your last renewal, have you been the subject of disciplinary action not yet reported to the TSBDE? <b>If you answer "Yes" you must attach documentation of disciplinary action not previously reported to TSBDE.</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9. Since your last renewal, have you been arrested, indicted or received a court order for any criminal offense not yet reported to the TSBDE? If you answer "YES", you must attach documents regarding criminal offenses that have not been reported to the TSBDE.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10. Since your last renewal, have you been charged with or convicted (including a nolo contendere plea or guilty plea) of a felony (or criminal offense) in any state or in federal court (other than minor traffic violations) whether or not sentence was imposed or suspended?  <b>If YES</b> , in addition to the affidavit, attach a certified copy of the court records regarding your conviction, the nature of the offense, date of discharge, if applicable, as well as a statement from the probation or parole officer.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11. Since your last renewal, have you had a record expunged from a felony (or criminal) conviction?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12. Are you currently addicted to any chemical substance including alcohol (excluding tobacco and caffeine)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13. Are you currently abusing any chemical substance including alcohol (excluding tobacco and caffeine)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
14. Do you currently have or have you been since your last renewal, previously diagnosed with any condition or impairment (including but not limited to, substance abuse, alcohol abuse, or a mental, emotional or nervous disorder or condition) that in any way affects your ability to practice as a Dentist in a competent, ethical, and professional manner?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
15. Since your last renewal, have you been named as a defendant to a civil suit related to your profession (i.e., malpractice)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

#### Attestation Statement

I hereby attest by my signature, under penalty of perjury, that I have completed and possess all required certifications as required by the Occupations Code and the SBDE Rules and Regulations. Further, I understand that it is a violation of the Texas Administrative Code and the Penal Code to submit a false statement to a government agency and I consent to the release of confidential information to the Texas State Board of Dental Examiners and further authorize the Board to use and to release said information as needed for the evaluation and disposition of my application for licensure. All information provided on this form is true and accurate and I understand that I may be asked to produce for the SBDE any documentation I am required to maintain for licensure.

Signature	Date
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## General Renewal Information

Dental Hygienists, who do not renew their license before the expiration date, **may not** practice until your license is brought into a current status. You may begin practicing again after you have received your registration certificate and display it where services are provided. There is no grace period for late renewal of a license.

**Dental Hygienist Penalties** Texas Occupations Code, Section 257.002 states that a person whose license has been expired may not engage in activities that require a license until the license has been renewed. A person whose license has been expired for less than 90 days may renew the license by paying a renewal fee that is equal to 1-1/2 times the normally required renewal fee. A license that has been expired for more than 90 days but less than one year may be renewed by paying a renewal fee that is two times the normally required renewal fee. A license that has been expired for one year or more may not be renewed. No exceptions will be made to this provision.

**CPR Requirement:** Section 257.004 of the Texas Occupations Code requires that all licensed dentists, dental hygienists, and registered dental assistants sign a written statement that the applicant has successfully completed a current course/program in CPR, or holds a physician's verification that the applicant is physically unable to complete CPR, or applicant resides in a foreign country. CPR training must include a written assessment and a demonstration of skills. Computer and video-based CPR training courses given by an instructor that include training on a hands-on practice manikin by the applicant and a written assessment of skills, either taken online or in a classroom setting, are acceptable. Online courses that do not include a live instructor for a demonstration of skills and training on a practice manikin by the applicant are not acceptable.

**Jurisprudence Assessment:** The Jurisprudence Assessment is required once every 3 years. If you need assistance in finding the date of your last assessment please visit: <https://txn.esslearning.com/catalogs/tsbde/>. To purchase the SBDE Jurisprudence Assessment visit: [www.tsbde.state.texas.gov/Jurisprudence](http://www.tsbde.state.texas.gov/Jurisprudence)

### Continuing Education

All Texas licensees holding an active license to practice in Texas must annually collect a minimum of 12 hours of appropriate Continuing Education (CE), as required by the Texas Occupations Code and the SBDE Rules and Regulations at Chapter 104.

The following conditions and restrictions shall apply to coursework submitted for renewal purposes:

- At least 8 hours of coursework must be either technical or scientific as related to clinical care. The terms "technical" and "scientific" as applied to CE shall mean that courses have significant intellectual or practical content and are designed to directly enhance the practitioner's knowledge and skill in providing clinical care to the individual patient.
- Up to 4 hours of coursework may be in risk-management courses. Acceptable "risk management" courses include courses in risk management, record-keeping, and ethics.
- Up to 6 hours of coursework may be self-study. These self-study hours must be provided by those entities cited in SBDE Rule 104.2 of this title (relating to Providers). Examples of self-study courses include correspondence courses, video courses, audio courses, and reading courses.
- Hours of coursework in the standards of the OSHA or in CPR may not be considered in the 12-hour requirement.
- Hours of coursework in practice finance may not be considered in the 12-hour requirement.

**CE Exemption for the First Registration Period:** Dental Hygienists in their first registration period are exempt from completing CE.

**CE Audits:** TSBDE audits approximately 5% of the selected renewal population 60 days before the license is due to expire. If you have been selected for an audit, you will not be able to renew your license until you have complied and the audit has been approved by TSBDE staff. Late fees will accrue if you cannot provide the required approved documentation, prior to your expiration date.

**Student Loan Default:** Dental Hygienists in default of student loans will not be allowed to renew a license until a repayment agreement has been approved by Trellis Company formerly known as the Texas Guaranteed Student Loan Corporation or Texas Higher Education Coordinating Board and notification has been received by the Board.

**Child Support Default:** Dental Hygienists in default of paying child support will not be allowed to renew a license until a repayment agreement has been approved by the Texas Attorney General, Office of Child Support and notification has been received by the Board.

**Licensure Retirement:** Dental Hygienists requesting their license be retired are required to submit a Retirement Request Form **PRIOR** to the expiration of their license. A request for licensure retirement is subject to the license being current and in good standing with no open investigations or active board orders in effect at the time of request. Once the retirement is granted, annual licensure fees and continuing education requirements are waived for the period the license is in retirement. Reactivation of a retired license must be requested in writing and in compliance with Rule 103.7 which is available for review on the TSBDE website.